FOREIGN MISSIONS LIBRARY,
156 Fifth Avenue, New York.

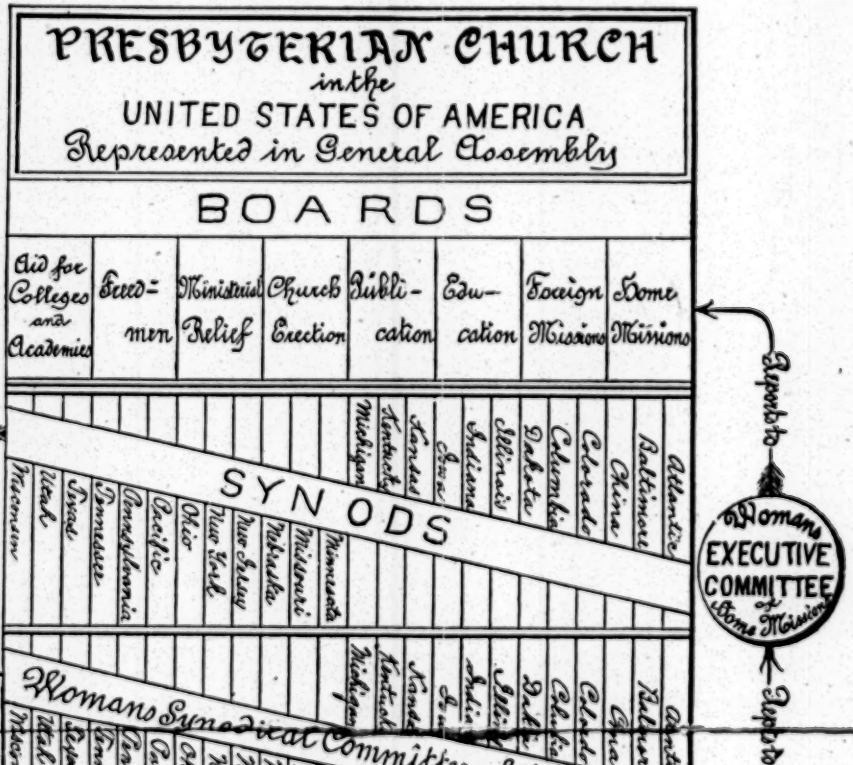
A Hand Book for Presbyterial and Synodical Workers

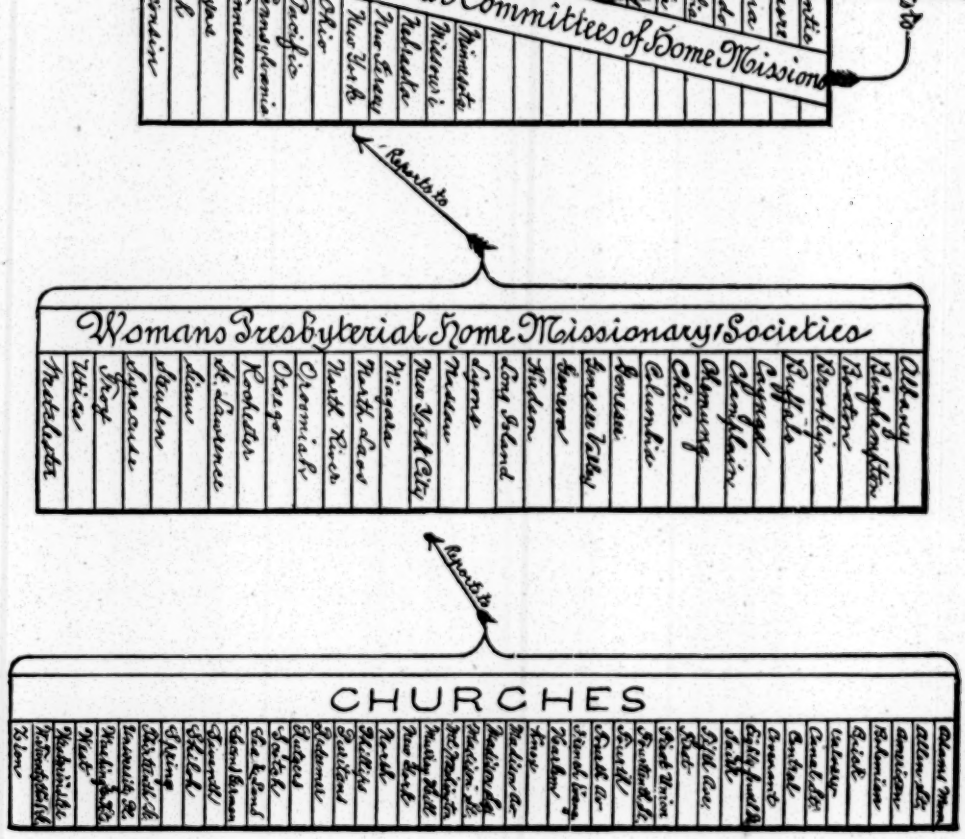
Published by the

Woman's Executive Committee of Home Missions of the Presbyterian Church

New York

Diagram of the Organization of the WOMANS PRESBYTERIAN HOME MISSION WORK





This chart, designed some time ago for New York Synod, will be found helpful to all workers, whether local, Presbyterial or Synodical, and will make clear to every one the systematic way in which the work of the Woman's Executive Committee of Home Missions is carried on. Let each substitute in her mind her own Presbytery and her own Synod, then the design and method will be apparent.

A HAND BOOK

FOR

PRESBYTERIAL AND SYNODICAL WORKERS

PUBLISHED BY THE
WOMAN'S EXECUTIVE COMMITTEE OF HOME MISSIONS
OF THE PRESBYTERIAN CHURCH
NEW YORK

1895

CONTENTS.

PART I ..... PRESBYTERIAL SOCIETIES.

Object of Organization ..... Page 5
Presbyterial Societies 5
Constitution 5
By-Laws 7
Parliamentary Rules 8
Presidents 11
Vice-Presidents 12
Corresponding Secretaries 13
Presbyterial Treasurer 15
Treasurer's Model Report 16
Secretaries of Literature 21
Secretaries of Young People's Work 23
Preparation for a Meeting 24
Programme 26
Speakers 28
Delegates 29
Auxiliary Reports 30
Business Session 31
Public Meeting 32
Executive Committee Meeting 32
Election of Officers 33

PART II ..... SYNODICAL SOCIETIES.

Synodical Societies 37
Synodical Committees 37
Constitution 39
Presidents 40
Corresponding Secretaries 42
Treasurers 42
Secretaries of Literature 43
Secretaries of Young People's Work 45
Preparation for a Meeting 46
Programme 46
Contingent Fund 47
Synodical Visitor 49
Important Items 50

Part I.

Presbyterial Societies.

"Our Presbyterial organizations are modified in strength and effectiveness by difference of locality and ability, but each forms a link in a united chain of interest and effort, welded by love to Christ, made strong by oneness of aim—the conquest of our King and His ruling power over our beloved land."

OBJECT OF ORGANIZATION.

The object of the Synodical, Presbyterial and Church organizations connected with the Woman's Executive Committee of Home Missions, is—

The advancement of Christ's Kingdom in our Land:

1.—By *prayer*.

2.—By earnest, well-directed *efforts*, according to approved plans.

3.—By the diffusion of *information* which shall make prayer and effort intelligent.

4.—By systematic *contributions* for the support of Missionary teachers and the maintenance of schools among our Exceptional populations; for the building of chapels and school-houses; and for aiding in such other interests as are approved by the Board of Home Missions.

5.—By providing boxes of clothing and other needed articles for our Missionaries, and the pupils in our Mission schools.

PRESBYTERIAL SOCIETIES.

A Presbyterial Society is composed of all the local societies in a Presbytery. It is organized by calling together delegates from such local societies, adopting a constitution and electing officers. The object and plan of such organization are fully set forth in the following constitution.

CONSTITUTION OF A PRESBYTERIAL SOCIETY.

ARTICLE I. This Society shall be called the WOMAN'S PRESBYTERIAL HOME MISSIONARY SOCIETY, in the Presbytery of ——.

ART. II. The object of this Society shall be to stimulate, systematize, and unite the efforts made for Home Missions by the women of the Presbytery; to diffuse information by holding meetings, circulating leaflets, and the *Home Mission Monthly;* to organize auxiliary societies in every church in the Presbytery, in order to secure systematic contributions for Home Missions.

ART. III. This Society shall coöperate with the Board of Home Missions, through the Woman's Executive Committee of Home Missions, having its headquarters in New York City.

ART. IV. The Presbyterial Society shall consist of its several auxiliary societies. The officers shall be a President, two or more Vice-Presidents, a Corresponding Secretary, a Recording Secretary, a Secretary of Literature, a Secretary of Young People's Work, and a Treasurer, who, together with the committee appointed by the Synod of —— in the Presbytery of ——, shall constitute the Executive Committee of this Society.

ART. V. The President shall have a general supervision of the work, preside at all meetings, call special meetings upon order of the Executive Committee, and visit auxiliary societies.

ART. VI. The Vice-Presidents shall supervise the work in such districts as may be assigned them, and shall act in their order, in the absence of the President.

ART. VII. The Corresponding Secretary shall conduct the correspondence with the auxiliary societies, and shall in March send an annual report to the Secretary of the Woman's Synodical Committee. The same report, combined with that of the Presbyterial Treasurer, shall be sent to the annual meeting of this Society and to the Stated Clerk of Presbytery for the Spring meeting.

ART. VIII. The Recording Secretary shall keep a record of the proceedings of the Society, and give timely notice of stated and special meetings.

ART. IX. The Secretary of Literature shall communicate with each auxiliary and learn the character and amount of literature on hand; give information concerning new publications, and supervise the distribution of the same. She shall endeavor to enlarge the circulation of the *Home Mission Monthly*, and the children's magazine, *Over Sea and Land.*

ART. X. The Treasurer shall receive and disburse all funds, make remittances quarterly of the money on hand to the Treasurer of the Woman's Executive Committee in New York, making in March the last payment for the year. She shall make an annual report to the Society and to the Stated Clerk of Presbytery.

ART. XI. The Society shall meet annually ——, at which time the election of officers shall take place, reports be rendered, and plans for future work considered.

ART. XII. The Executive Committee shall make arrangements and prepare a programme for all meetings; shall have power to call special meetings, and to fill vacancies among officers.

ART. XIII. A collection shall be taken at the annual meeting to pay the expenses of the Presbyterial Society.

ART. XIV. This Constitution may be amended by a majority vote at any meeting of the Society, provided notice of said amendment shall have been given at the previous annual meeting.

BY-LAWS.

1. Every meeting shall be opened with reading the Bible and prayer.

2. A meeting of the Presbyterial Society shall be held once a year, and, if practicable, at different points in the Presbytery; when a full attendance of the women of the vicinity shall, if possible, be secured for a morning and afternoon session. Public service shall also be held in the evening, to be addressed by Pastors, Home Missionaries, and other friends of the cause.

3. The Executive Committee shall meet one month before the yearly meeting for conference, prayer and arrangements for said meeting. The officers from local societies in proposed place of meeting shall be invited to meet with the Executive Committee at this time, and take part in their deliberations. It is recommended that, when practicable, said local society shall hold its regular monthly meeting upon the same day as that of the visit of Executive Committee.

4. Every contributor shall be invited to join in a Concert of Prayer, to be observed Sunday morning, especially while waiting in the House of God before service.

NOTES.

1. It is advised that the list of Presbyterial officers include a Secretary of the Freedmen's Department, who shall correspond with each auxiliary society, in order to secure an especial contribution to this branch of the work; which contribution shall be so designated.

2. At the annual meeting of the Presbyterial Society the appointment of an agent in each auxiliary society should be urged to secure and keep up a list of subscribers to the *Home Mission Monthly*. It is *especially important*, to an intelligent comprehension of the work, that every officer of local societies should be a subscriber to this magazine.

PARLIAMENTARY RULES.

1. The President should take the chair promptly at the hour appointed for the meeting, and should open the services with Scripture reading and prayer.

2. After devotional exercises the Secretary should read the minutes of the last meeting. If the Secretary is absent some one should be elected to take her place temporarily. When the minutes are read the President should say: "Are there any corrections? If not, the minutes stand approved as read." If there are any corrections they should be made during the reading or at its close, and the President should then say: "The minutes as corrected stand approved."

3. The following is the customary order of business, after devotional exercises:

1. Reading minutes, and approval of the same.
2. Reports of standing committees.
3. Appointment of special committees.
4. Unfinished business.
5. New business.
6. Report of special committees.
7. Adjournment.

4. At the annual meetings the order of business is necessarily somewhat different, and may be as follows, after devotional services:

1. Roll call by the Recording Secretary.
2. Reading minutes of last meeting, and approval of the same.
3. President's address.
4. Report of Corresponding Secretary.
5. Report of Treasurer.
6. Appointment of committees—as nominating, on resolutions, etc.
7. Addresses.
8. Business matters.
9. Report of nominating committee, and election of officers.
10. Report of committee on resolutions.
11. Adjournment.

MOTIONS.

5. All business should be brought before an assembly by a motion. When a member makes a motion it should not be debated or acted on unless it has been seconded.

6. When a motion is seconded, the President should distinctly state the motion and say: "Are there any remarks?" If no remarks are offered, then the President should put the question thus: "All who are in favor of the motion will say 'Aye.'" When those in favor have voted, the President should say: "All who are opposed will say 'No,'" and should then announce that the motion is carried or lost, as the case may be. If there are any remarks, the above question should be put as soon as the debate closes.

7. Any motion can be amended by adding to, inserting or striking out a part, but the amendment cannot be acted on unless seconded.

8. An amendment should always be voted on before the original motion. If lost, then the original motion is considered, but if carried, the President should say: "All who are in favor of the motion as amended, will say 'Aye,'" etc.

9. An amendment can be offered to an amendment, but no further amendment is in order. When an amendment to an amendment is offered, it must be acted on first, then the amendment must be acted on, and then the original motion.

10. The following motions are not *debatable*, and no debate, therefore, can be allowed on them, viz.:

1. To ajourn.
2. For the order of the day.
3. To lay on the table.
4. For the previous question.

11. The following motions cannot be *amended*, hence no amendments to them are allowable, viz.:

1. To adjourn.
2. For the order of the day.
3. To lay on the table.
4. For the previous question.
5. To reconsider.
6. To postpone indefinitely.

12. A motion to adjourn is not in order when any member is speaking, nor when a vote is being taken. It takes precedence of all other motions except to "fix the time to which to adjourn," to which alone it yields. If lost, it cannot be repeated until some intervening business has been transacted, when it is in order.

13. A motion, or call "for the order of the day," does not need to be seconded. When made the order assigned to that particular time must be called up, unless by vote it is postponed to a given time, or for a few minutes that the subject under consideration may be finished.

14. The object of the motion "to lay the question on the table" is to postpone it for the present that it may be taken up at some future time.

15. The object of the motion "for the previous question" is to suppress debate and bring the assembly to a vote.

16. The motion "to reconsider" must be made by one who voted with the prevailing side, and is debatable only when the question to be reconsidered is debatable.

17. The object of the motion "to postpone indefinitely" is to entirely remove the question from before the assembly. It is debatable. No. 14 is more useful, as that is undebatable.

18. When any member notices a breach of order, she can rise and say: "I rise to a point of order," which she must state without debate, when the President decides at once whether the language used was "in order" or "out of order."

19. When a member is dissatisfied with a decision of the President she may appeal from the decision, saying: "I appeal from the decision of the Chair." If seconded, the President shall say: "Shall the decision of the Chair stand?" and take the vote without any debate, and announce the result. Either a majority or a tie vote sustains the Chair.

COMMITTEES.

20. A committee usually consists of three or five members, and ordinarily is appointed by the President.

21. The first person named by the President is considered the chairman of the committee.

22. When a committee is expected to report at the same meeting, they ask the President for leave to retire. When ready to report, the chairman reads the entire report, and some member should move that the report be accepted. If carried, this simply discharges the committee, but does not adopt their suggestions, if they make suggestions. In that case, another motion is necessary, namely, *to adopt*, for accepting a report is not adopting it as the action of the entire body. Frequently the motion—and this is the preferable form—is, "I move we *accept and adopt* the report," in which case no further motion is necessary.

23. When a committee to nominate officers is ready to report, the President should ask another to take the chair, unless she has most positively refused to serve for another term, and is sure she will not be renominated.

24. While business is going on no one should engage in private conversation without express permission; nor should members address one another, nor any person present, but through the presiding officer.

25. In all times of perplexity the President should remember the advice of a great writer on parliamentary law that, "the great purpose of all rules is to subserve the will of the assembly rather than to restrain it; to facilitate and not to obstruct the expression of their deliberate sense."

HINTS TO PRESIDENTS.

"All Presbyterial Presidents do is to preside at the annual meetings." Some people really think this, so make up your mind that of you, at least, it shall not be true.

Make yourself perfectly familiar with the condition of your auxiliary societies; their membership, growth, special objects, vital interest in the work, and their literature. In order to do this, if you cannot visit them, appoint a Corresponding Secretary in each society, and request a monthly report of each meeting in detail. Have a blank book, devote several pages to each society, and as the reports are received enter them on your book. At the end of six months you will not have to wonder what this or that one is doing, but will know just where help is needed and how best to give it.

Prepare quarterly report blanks, and send four to each society. Have the local Secretary fill out the various items of each meeting in the quarter and return, instead of the monthly letter as at first.

Write a quarterly letter to each auxiliary, reporting the various successes and plans and growing interest. Express appreciation of their efforts. The old injunction, "Commend often; never scold," works well in missionary organizations. You may not be able to copy so many letters. Write several and send to your Vice-Presidents, asking them to copy and forward.

Aim for the *hearts* of your auxiliaries, and not for their *money*. By so doing you will capture *both*. Lead them to a higher spiritual plane; impress them always with the power of the wonderful service of prayer. Lead them to feel the privilege of being allowed to do something in missionary work.

Plan some work to be done as a Presbytery, thus creating a Presbyterial interest among your societies. It will help the strong and encourage the weak. At the annual meeting gather your delegates together for a short conference on practical points.

Be prompt in carrying out the programme. Begin each session at the hour named, and if any time is unoccupied do not look distressed and worried and think you must fill the time yourself. Resort to devotions and singing, and *trust to others*. The day has gone by when our women must read everything from paper. Many come with ideas which they are glad to contribute if they are needed. Give them a chance.

Be parliamentary and business-like, which does not imply masculinity. These things can be acquired by a little study, and no one has a right to be

a leader who is not willing to take this trouble. Study "Parliamentary Rules."

Speak in a loud voice. Do not merely converse to those near you in an ordinary tone, but place your table in a good position, rise when you speak, and make yourself heard and understood by your audience. This is the weak point in all our meetings. Train yourself beforehand to speak distinctly if you have any voice. If you have not, do not try to lead a large meeting, but call some one else to the chair to talk for you.

Do not prepare too long a programme. Our meetings are often overcrowded so that there is no chance to use good things which often appear unexpectedly. On the other hand be sure to have a well-digested plan for the meeting.

Do not think you must talk on every subject yourself. A dozen little speeches in a day by the President is out of order. Hold your meeting well in hand, guiding and controlling it, but give others a chance to talk within proper limits. It is of no more consequence ordinarily what your private opinion is on a subject than any other individual. If you are better informed on a point, call some one to the chair and make your speech.

HINTS TO VICE-PRESIDENTS.

Vice-Presidents will please notice the first clause of Article VI. in the Constitution: "The Vice-Presidents shall supervise the work in such districts as may be assigned to them." The position is too often considered an honorary one, and a Vice-President is really surprised at any call for real duty. It will be recognized that in a Presbyterial Society the work is so extended and accumulates so rapidly that each officer must be a valuable one or kindly step aside. The Vice-Presidents should assist when requested in correspondence, and in several Presbyterial Societies she is most active in visiting local organizations, encouraging and wisely directing them in their work. In one she is particularly efficient in bringing into prominence the spiritual part of the work, making the missionary prayer-meeting, the Bible reading and the consecration services a time of deep religious interest, thus making *consecrated women*, which is, after all, the main object.

It would be well for the Vice-Presidents to undertake, as one of their special duties, to see that the Sabbath schools in their districts contribute to the Woman's Executive Committee on the Sabbath preceding Thanksgiving.

Also, that every local society has a special Praise Service. The authority for which is contained in the following resolutions :

At the Decennial Annual Meeting of the Woman's Executive Committee the following resolutions were unanimously adopted:

In view of the history of this organization, in which there has been such conspicuous evidence of the Divine favor; and under a deep sense of gratitude for the past and absolute dependence for the future, we hereby

Resolve, That at this juncture in our history we incorporate into our plans of work a Week of Praise in the fall, and a Week of Humiliation and Prayer in the Spring of every year.

Resolved, That the week ending with the Sabbath preceding Thanksgiving, which day has been selected as the one upon which Sabbath schools shall be invited to contribute to the school work of our Home Mission Board, shall constitute the Week of Praise : and we recommend that it be observed by all our societies and bands in such appropriate ways as may suggest themselves to the individual preferences and judgment, *in no case* omitting a special Praise Service on one day of the week, when united Thanksgiving and Thank-offerings shall abound to the glory of God, and the enriching of His work.

Resolved, That the week ending with the last Sabbath in February be the Week of Humiliation and Prayer ; and we recommend that upon one day of this week special service be held, when with confession of our individual and national sins, and with offerings which will fitly express our contrition, we shall seek the divine forgiveness, and ask that by His favor we may be kept in the paths of righteousness.

Resolved, That the amount of money received in Thank-offerings during the Week of Praise in November, be promptly forwarded, through the regular channels, to replenish our Treasury, which at that season of the year is always depleted by the increased outlay and diminished income of the summer months.

Resolved, That the amount of money realized from the observance of the Week of Humiliation and Prayer, in February, be promptly forwarded through the regular channels, to meet the obligations that are assumed in faith at the beginning of the year, when in conference with the Board of Home Missions and representatives from the mission fields, the yearly plans and appropriations are made.

HINTS TO CORRESPONDING SECRETARIES.

The most difficult task of a Corresponding Secretary is to obtain satisfactory reports from local societies, and in many cases there is oftentimes no response. This may be accounted for in different ways. Indifference,

indolence, but more likely the very word *report* seems formidable to the average person, and the lack of required knowledge to prepare it causes it to be deferred. To overcome the first difficulty—indifference—a little correspondence sending helpful suggestions, a reply of appreciation when an effort is made to meet a request, *any way* to show a *personal interest* will do much, when mere business of a dictatorial type will be put aside.

If convinced it is indolence, try the plan of a man who wished to collect a debt. He went every morning until the debtor out of sheer desire to be let alone, paid the debt. Begin in time ; write a postal card every day, if necessary, until your correspondent replies from the desire to be let alone.

To overcome the difficulty of preparing a report, which does not always contain the information desired, the plan of questions and answers has been found most efficient. Even though short answers are returned, the Presbyterial Secretary will be able to frame an intelligent report in almost every instance. Realizing the necessity of good reports, prepared *intelligently* and sent *promptly*, the Presbyterial Secretary will do her utmost to have a satisfactory one written and sent in good season to the Secretary of the Synodical Society.

The circulation in Presbyteries of letters from missionary teachers is very helpful. Such letters should be sent to some person chosen for the purpose in the Presbytery, and copies sent out by her to each individual society. In order not to overtax our teachers, societies supporting them should ask for but three letters a year from them.

Blank reports are furnished by the Woman's Executive Committee by which the data may be obtained for a report to the Presbyterial Society and the following questions are intended to elicit the working conditions of the Society. Each Corresponding Secretary will best know the peculiar needs of her local societies and change her methods from time to time to suit the requirements.

1. Is your Society prospering ?
2. In what particular are you most successful ?
3. In what have you failed ?
4. What plans have you adopted for this year's work ?
5. Are you constantly striving to increase attendance and gifts ?
6. What are you doing to interest and instruct the children ?

7. How do you arrange and vary your programmes?

8. Do your members generally take part in prayer?

9. Do you consider it important that they should?

10. Do you have any plan to help them to do so?

11. Do you have a definite or special object to work for?

12. Do you send remittances quarterly?

13. What do your members do to help the officers?

14. Do you understand the contingent fund, and the necessity for it?

15. Which do you consider the more important part of work—that which you do with your hands, or that which you accomplish through prayer?

16. Did you hold a praise-meeting, and with what success?

17. What interest do you take in the Presbyterial meeting—enough to send a delegate?

In answering the above questions, please do not repeat the questions and then give the answers, but write out the *answers* in a narrative form, which will give a good idea of your work.

Add anything you may think helpful to others.

PRESBYTERIAL TREASURER.

A yearly increase in gifts will be required of us, if we would keep pace with the rapid growth of our country, and the increasing demands of our expanding work. Treasurers should compare receipts from quarter to quarter with those of the preceding year, and seek to secure a steady and creditable advance. They can do much toward securing this increase, by words of encouragement to the weak, by timely notice to the delinquent, and by the wise use of all proper means to increase interest and to swell the receipts from year to year.

The subject of proportionate giving, that is, one-tenth of our money, is receiving special attention, and many women's societies of different denominations have united on this point for its enforcement. This method is commended to our Treasurers as one of the proper ways to secure an increase of gifts. It is hoped that all gifts sent to our treasury will be *consecrated by prayer*.

A TREASURER'S REPORT PROPERLY EXECUTED.

WOMAN'S

HOME MISSIONARY SOCIETY.

Presbytery of *Westchester.*

Mrs. A. B. C., Presbyterial Treasurer.

Address: *Peekskill, New York.*

Quarter ending, *December,* 1894.

TEACHERS SUPPORTED:

Miss D. E. G.,
[1]$52.50. *Santa Fé, N. Mex.*
Rev. H. I. J.,
[2]$25.00. *Tucson, Ariz.*
Miss L. M. N.,
[3]$50.00. *Juneau, Alaska.*
$127.50.

USE LOWER PART OF THIS SHEET FOR GIFTS TO FREEDMEN'S WORK, OR A SEPARATE ONE.

Name of Church.	Societies, Bands and Sunday Schools.	General Fund.	Salary.	Sch'p.	Special.	Objects specified in 3d and 4th columns.	Church Total.
Bedford,	*Ladies' Society,*	$20	$[1] 1	$	$		$21
Croton Falls,	" "	10	[1] 3	12 50		*Tucson,*	25 50
Katonah,	" "	1	[1] 15 50		5	*Emergency,*	
"	*Y. P. S. C. E.,*		[2] 10				
"	*Sunday School,*		[3] 3		12	*Hydahs,*	46 50
New Rochelle, 1st,	*Ladies' Society,*	13 10	[1] 10		5	*Emergency,*	
" "	*Band,*		[3] 5				
" "	*Cheerful Workers,*		[3] 5		5	*Ashe Farm,*	43 10
" *2d,*	*Ladies' Society,*	2	[3] 10	18 75		" "	
" "	*Sunday School,*	1			5	*Hydahs,*	36 75
Sing Sing,	*Ladies' Society,*	5	[3] 50		5	*Emergency,*	
"	*Band,*			25		*Raton,*	
"	*Y. P. S. C. E.,*		[2] 10	75		*Asheville Farm,*	
"	*Sunday School,*				10	*Hydahs,*	180
Stamford,	*Ladies' Soc. Th. off.*	3					

Stamford,	*L. Soc. Th. off.,*	*2*			*10*	*Hydans,*	*180*
							2
Yonkers, 1st,	*L. Praise off.,*				*25*	*Emergency,*	
" "	*Y. P. S. C. E.,*		*35*				*30*
" *Westminster,*	*Ladies' Society,*	*10*			*5*	*Emergency,*	
" "	*Th. off.,*	*46*				($30 of which is life mem.)	*61*
	Totals,	*$110 10*	*$127 50*	*$131 25*	*$77*		*$445 85*
			FREED	**MEN.**		*Mrs. E. F. John*	*ston,*
						$12. Jackson,	*Miss.*
Brewster,	*Ladies' Society,*	*5*	*5*				*10*
Katonah,	" "	*13*	*7*				*20*
Mt. Vernon,	" "	*10*			*5*	*Used at Board's*	*15*
Peekskill, 1st and 2d,	" "	*20*				*discretion,*	*20*
" *1st,*	*Sunday School,*			*30*		*Scotia,*	*30*
Stamford,	*Y. P. S. C. E.,*			*4 14*		*Haines Sch., Ga.,*	*4 14*
Yonkers, Westm'r,	*Ladies' Society,*			*2 50*		" " "	*2 50*
	Totals,	*$48*	*$12*	*$36 64*	*$5*		*$101 64*
Woman's Executive	*Committee,*	*445 85*					
Freedmen,		*101 64*					
	Sum Total,	*$547 49*					
Remarks,							
	Grand Totals,						

The sums in special column may be for Building Fund, or any object not indicated in the other three columns. If it requires special attention, and is necessary to forward at once, please explain fully on back of this sheet.

The following points of detail are important to observe :

Keep an accurate account in a book, kept for the purpose, of all money received and disbursed.

Disbursements should be made only according to the rules of the Society.

A receipt should be taken in every instance, and kept on file or pasted in a book kept for that purpose.

A report of receipts and expenditures should be made at each regular meeting of the Society.

Money intended for payment of teachers' salaries ; for school buildings and chapels, or for improvements on the same ; for school furniture, organs, blackboards, desks, books, etc. ; for teachers' travelling expenses, scholarships or other Home Mission work intrusted to the Woman's Executive Committee by the General Assembly, should be sent through Presbyterial Treasurers, and in places where no societies are organized, direct to the Treasurer of the Woman's Executive Committee of Home Missions of the Presbyterian Church, Box L, Station O, New York, N. Y. Money obtained from subscribers to the *Home Mission Monthly* should be sent to the same address.

Money should be sent by New York draft, money order, or registered letter.

If money is intended for any special object, state distinctly that object with each and every remittance.

Always give the name of the Presbytery, Society, Band or Sabbath school contributing the money. When the name of the church is different from the post office address, give both. If there are two or more churches in one place, give the church name of the contributing society. State the school where salaries and scholarships are taken.

Send money quarterly. Blanks will be furnished upon application. Be sure that each remittance covers the exact amount called for by your statement.

The final remittance of the fiscal year should be forwarded to New York by March 31st, otherwise it may be too late to be included in the Annual Report of the Board of Missions.

Frequent errors have suggested the following instructions :

Don't report money previously sent.

This was entered and credited on the books at the time of its receipt.

Don't forget to send the same sum of money as called for by your report.

Credit can be given only for money actually received, and only such societies credited as are reported.

Don't forget to send statement with draft; don't send with each report several drafts and money orders.

Open, if possible, a bank account, depositing all money as soon as received, remitting draft to cover the entire sum. When this is not possible, local Treasurers may send to you money orders to be collected by you.

Don't say money is from "our church."

There may be ten churches in your city, and the phrase may mean Y. P. S. C. E., Band, Y. L. S. or W. M. S. instead of the regular church organization.

Don't say, use this for "our work" (Synodical or Presbyterial), or "take a fraction of this remittance for it."

Tell what your work is, and just how much should be applied.

Don't send money for your contingent fund.

This should be sent to the Treasurer of the contingent fund.

Don't mix gifts for Board of Freedmen with Home Work.

Make separate statement.

Don't send to the Woman's Executive Committee, money for Foreign Missions, Board of Aid for Colleges, Ministerial Relief, Education, Publication and Sabbath-school Work, Temperance, Church Erection, or work of other denominations.

Each Board has its own Treasurer to whom such gifts should be sent.

Don't hesitate to write on the back of the report or elsewhere, full request of contributors.

We desire to carry out the wishes of donors.

Don't send money direct to the field. Don't make checks payable to any but the Treasurer of the Woman's Executive Committee.

All disbursements are made by official check from headquarters. Special gifts are forwarded as designated.

Don't wait a month for a receipt from headquarters.

If the remittance is not acknowledged by a postal card, a receipt will be sent within three days. If you fail to receive this write for duplicate.

Don't send less than $30 for Life Membership.

The stipulated amount is $30, and can be applied only for general or emergency funds.

Don't include in any column of your report subscriptions to *Home Mission Monthly*, or money for publications.

One draft if necessary may be forwarded, covering donations to the work, subscriptions to the magazine and publications; but separate slips should accompany each special order, saving much valuable time in copying. Each department must file its own letters.

Don't write out "general fund" in the margin. This is indicated at the head of the column. Teachers' names may be written at the head of the sheet. Always give names of schools in which scholarships are taken. If your Presbytery assumes no salary or scholarships, the column may be changed to such heading as desired.

Don't forget to add each and every column.

It is necessary to know how much of each remittance is intended for the different objects, and it is a great help to have the columns added. The combined totals of the first four columns should agree with the last.

Don't omit your name, address or Presbytery.

If a letter is received bearing no signature or address, it then becomes necessary to look over the large mail, comparing the handwriting of the letter with each envelope. The postmark is not always deciphered.

Don't hesitate to make inquiries at headquarters or to give items of interest or discouragement.

The officers at headquarters consider it a privilege to assist you in any way, as your interests are theirs.

Don't use any but legal form of bequest.

This is found on each receipt issued, as well as on the cover of the *Home Mission Monthly*, and is as follows:

I give and bequeath to the Board of Home Missions of the Presbyterian Church of the United States of America, incorporated by the Legislature of the State of New York, April 19, 1872, the sum of.....dollars, in trust, to be appropriated and applied for the use and benefit of the Woman's Executive Committee of Home Missions of the Presbyterian Church.

PRESBYTERIAL SECRETARY OF LITERATURE.

This office forms the connecting link between that of the Synodical and the local Secretary of Literature. It is important that the functions of the office should be clearly apprehended.

1. Obtain a list of every Home Missionary organization in the Presbytery. This may be done by applying to the Corresponding Secretary of the Presbyterial Society.

2. Ascertain how many of these organizations have appointed Secretaries of Literature, with the name and address of each.

3. If any auxiliary has not appointed a Secretary of Literature, endeavor to secure the appointment of such an officer. This may done usually through correspondence with the President of the organization. Request that in selecting a Secretary of Literature choice be made of an active, business-like and efficient woman.

4. Send down promptly such circulars and other communications as may be sent out from time to time by the Woman's Executive Committee of Home Missions for distribution among the local auxiliaries.

5. Keep up a correspondence with the local Secretaries of Literature, suggesting plans or stimulating effort as may be necessary to secure increased activity and efficiency.

6. Each Presbyterial Secretary of Literature is furnished free of charge a complete set of leaflets for her permanent use. As new publications are issued samples will be sent from headquarters that her file may be kept intact. If for any reason a leaflet is taken from the file, the Secretary will kindly replace the same. When a new officer is appointed, the former Secretary should transfer the entire set to her with instructions as to how the leaflets should be kept. The appointment of a new officer should immediately be reported at headquarters with her name and address.

7. Orders for Presbyterial meetings should be sent at least two or three weeks in advance, that they may be filled in ample time. When making an order state date of meeting, exact number of leaflets desired, and give name and full address; also name of express office, if different from post office. An itemized bill will accompany each order, and the leaflets will be forwarded by express "collect," unless a request is made to have expressage prepaid and charged on bill. Care should be exercised not to order too many leaflets, as the Woman's Executive Committee cannot receive back those remaining unsold after the meeting, but will expect payment for the

entire amount of the bill sent. The Secretary of Literature may preserve with care any leaflets not sold at the meeting, and if they are not needed for distribution in the local societies, have them placed on sale at the next regular meeting.

8. Be present at all meetings to take charge of the arrangement and sale of the leaflets. Make a good display of leaflets and copies of the *Home Mission Monthly* and *Over Sea and Land*, on tables conveniently arranged. A few minutes set apart on the programme especially for the sale of literature may accomplish better results. Let the leader of the meeting call attention to the literature table as frequently as possible. If the Presbyterial Secretary will write to each of her local Secretaries asking them to meet her at the literature table at the regular meetings, she may have a conference that will prove of great blessing to the work.

The following letters show the activity and successful operations of two efficient Secretaries of Literature:

(1.) "The literature which you sent arrived all right, and I assure you the literature table was a great success. As our noon hour was to be short (from necessity) and the morning and afternoon sessions quite full, I feared that my table would not receive much attention, especially as it was a new feature at our annual meeting. So I wrote a note to each of my Secretaries telling them about the sale of literature, asking them to meet me there and to inform all the ladies coming from their society to be sure to inspect the good things we should have to show them. I persuaded our President to close fifteen minutes earlier, and to state that this time was given for visiting the literature table. Then I made a *little speech* about the leaflets. In less time than it took me to get to the table, they had gathered around it four and five deep, and I could scarcely edge my way in. Of course I had a number of helpers, but they were not familiar with the matter and could not suggest leaflets for special subjects. But we were all kept busy for some time.

"These were some of the questions and remarks heard: 'What have you got for boys?' 'I want some stories to read to the children.' 'Give me a sample of everything you have.' 'Some leaflets for young ladies' societies.' 'I want something on the Alaskan and the Indian, &c., &c.' 'Anything new on the Mormons?'

"I gained quite a number of new points for future use."

(2.) "My plan in sending out sets of leaflets is this. I place together all relating to New Mexico, Alaska, Freedmen, Asheville, etc. When any one wants to write on any of the Home subjects, or if I wish to help interest any one on any particular point, I give them all the leaflets, stories

also, on the subject, and ask that they be returned to me. All I had on Alaska has just been returned, and a splendid paper was written on that subject by one of our boys. One of our ladies has all I have on *Freedmen*, and some back magazines; and another has all the Asheville or 'Mountain White' leaflets. I find it a good way to use the leaflets, and many ask for them."

PRESBYTERIAL SECRETARY OF YOUNG PEOPLE'S WORK.

The growing interest shown among the young people of the Church in Mission work, and their manifest willingness and desire to assume their obligation toward it, has created the demand for the enlargement of the Presbyterial organizations. In order that the societies may be able to direct this missionary effort through these organized channels, the appointment of Presbyterial Secretaries has come about as a natural result. These officers, chosen from the rank and file of this increasing army, are fast gaining in the work they represent important places in the direction of the Home Missionary enterprises intrusted to the women of the Church. The Presbyterial Secretary of Young People's Work is to the societies under her care what the Presbyterial Secretary is to the Missionary Societies. The scope of her efforts to bring the organizations of all the young people into the Home Missionary work is to be limited only by the restrictions placed upon her by the Presbyterial Society. For instance, in some cases the office includes Sunday schools, Young Ladies' Missionary Societies, Bands, Young People's Societies of Christian Endeavor, and similar organizations of young people. Again, it may include only a part of the organizations. The Secretary should, in the commencement of her work, have a clear understanding as to what her office includes. She is in a position, after securing a complete list of all the Societies and Sunday schools under her care, to investigate and know the strength of her own territory, the work the various organizations have done, and ascertain their probable ability to increase it, that she may be able to estimate the work to be given them for the coming year.

From the Presbyterial Treasurer she can learn how many have been contributors, and to what special objects, for the previous year at least. A knowledge of the work conducted by the Woman's Executive Committee of Home Missions is essential that the Secretary may have an intelligent understanding of its management. She will then be prepared to tell of the needs of the different Home Mission fields, and present an interesting account of

the work by personal presentation or through correspondence. Endeavor to have the societies send a representative to the annual meeting of the Presbyterial Society. In accord with the Presbyterial officers, she can plan for a Young People's Hour at the Presbyterial meeting ; hold a conference with the delegates from the Young People's Societies, aside from the general meeting, if it is deemed wise, and discuss the best methods for the furtherance of the interests of the educational work of Home Missions among the Societies.

The Presbyterial Secretary can also enlarge her opportunities by attending the district and county Christian Endeavor Conventions, seeking to bring before the Presbyterian young people in attendance the work of the Woman's Executive Committee of Home Missions.

Each Secretary should be in constant communication with the officers of her respective Societies, ready to give them a report when needed, and always working under their guidance. Never should the important office of a Secretary, with all the privileges it brings, be accepted lightly or as a sinecure, but rather as a sacred trust, bringing with it many blessings and opportunities for service.

PREPARATION FOR A MEETING.

When your Society has consented to entertain the Presbyterial or Synodical meeting, commence by making solemn resolutions that you will preserve harmony among yourselves in making arrangements, at all events. Give up anything and everything your hearts are set upon rather than have rankling wounds left to render the memory of your missionary meetings a matter to regret.

Do not begin preparations by house cleaning. As the Presbyterial meetings usually come in the spring and the Synodical in the fall, good housekeepers are almost sure to feel that it is necessary to put everything from garret to cellar in the best possible order ; so, when there is to be a meeting they enter upon a campaign of housecleaning, and often make themselves sick or so tired out as to destroy all the pleasure of the meeting. Don't do it. Especially do not take down stoves in the spring, for a cold storm will very likely make your house uncomfortable and your guests sick with colds.

Do not go to the trouble and expense of decorating your church extensively. Of course it is all very beautiful, and it is almost sacrilege to say anything against the flowers, so completely are missionary meetings and lovely arrangements of plants and blossoms associated. But it is very hard work for ladies, if they do it themselves, as is most frequently the case. Then the carpet is often wet and damaged irretrievably; the garlands and mottoes nailed about the room leave ineffaceable marks and are regretted afterward. Often the plants prove to be troublesome, sometimes a nuisance, and have to be moved, and the tasteful arrangement is spoiled. Well do I remember a meeting, when a magnificent display of callas, artistically arranged, completely hid the speakers from a large portion of the church. The practical leader did not hesitate a moment to set the plants aside as soon as she perceived it. Often before the meeting closes the vines and flowers look wilted and forlorn, and cease to give pleasure and are sometimes offensive. A few tastefully disposed bunches of blossoms are often quite as effective as a more elaborate display, and are never in the way.

Do not make a great effort to have your tables loaded with luxuries. To have enough of that which is good is proper, but do not treat your guests like gourmands, more especially if by so doing you prevent your own attendance at the meetings or are so fatigued as to destroy your interest in them. Doubtless your guests would much prefer to have you enjoy the meeting and give them very plain food. If you lose the opening devotional exercises you lose the spiritual uplift which would repay you for all your trouble. At a recent meeting the Society hired a caterer to furnish the lunches at the church at so much per capita, and it was a great relief for the ladies. A suggestion was made at this meeting which commended itself to all, viz.: that each Society in that Synod should hereafter furnish its delegates with money to pay for these lunches and so relieve the church of this expense. Another good suggestion was made that possibly the members of the missionary society of some other denomination might gladly undertake the work of providing lunches, and so replenish their own treasury, thus leaving our own ladies free to attend and profit by the meeting.

Surely everything should be tried to decrease the expense attending these meetings, as that is one of the chief objections made to them.

The lunches should be plain and substantial rather than luxurious. It does not seem necessary to lavish money on ice cream and foreign fruits to show a true spirit of hospitality, and it brings reproach upon the cause.

There is danger that the meetings will become such a burden that the churches will refuse to entertain them.

Do not receive your guests in a critical mood. Sometimes it is evident that the coming of the delegates has been dreaded, though I have never attended a meeting where their departure did not appear to be regretted. Do not seem to notice it if the dress or bonnet of your guest is very unfashionable, or the shoes heavy, and the gloves well worn, for they may have been good enough for home use, and the delegate may have had no choice but to wear what she did or stay at home. Yet it may be that her heart beats as warmly as your own with love for the Master and desire for the advance of His kingdom. Did you ever sit at a missionary meeting where you could overlook the crowd of faces before you—women's faces—and watch the beaming intelligence and earnest devotedness of their manner? It is a study for an artist.

PROGRAMME.

Many societies devote one day to a Presbyterial meeting. Others hold it in connection with the Foreign, giving one-half day to each. In either case a wise use of the time needs to be observed. The exercises are general and special. Under general, come :

Devotional exercises.
Appointment of Committees.
Minutes of Presbyterial and Executive Committees.
Reports of Presbyterial Secretary and Treasurer.
Brief reports from local societies.
Election of officers.

Under special, may be placed :

Addresses.
Papers on given subjects.
Plans for work.
Repairs and improvement of machinery.

With these general statements the details of a programme will require careful preparation.

In order to bring about the best results, have the programme arranged and accepted three or four months before time of meeting. As soon as the meeting is held in April, start the programme for the following one. Often

one secures pointers at one meeting to carry over to the next. Good papers and discussions are thus secured.

Begin on time and close on time. Have every paper and exercise timed 2, 3, 4 minutes long. If more, give one minute to close. Allow a little time between parts, half to one minute, but keep the ball rolling vigorously while it does roll. Better a half day at high-pressure interest than two days dragging their slow lengths along.

A Question Box is a good feature of the programme if managed by some judicious person, who will secure questions and replies from the members, and not do the talking herself, simply keep things on the track. The President may wisely do this. If there are some particular questions to be answered, give a little time to consider by assigning them early to those who can make a helpful reply.

Young People's Hour may be successfully introduced on the programme, when young ladies, Christian Endeavorers and Bands occupy the time. A children's exercise may be given. Let the President or some member prepare it, or obtain one of the printed ones furnished by the Woman's Executive Committee. Have the official reports very short and pointed, giving more time for discussion at large.

Delegates will be provided with something to do by being requested to prepare a one minute paper on some special item which has been a success in their society.

Work up home talent rather than import it, and enlist just as many as possible in some capacity where their tongues will become loose. In one meeting, between 1.45 and 5 P. M., sixty-three different persons took part.

Intersperse a number of prayers without specifying just where or how many at a time. Let the Holy Spirit direct that. Also, a verse of a hymn frequently, and have the audience arise to avoid weary sitting.

In the literary part, there should be concentration of ideas. If one tries to have a little of everything good in a single meeting, the meeting will lack force, and each succeeding one will be a pattern of the former.

The custom of reading a report of the meeting of the Executive Committee of the Presbyterial Society, as well as one of the Synodical meeting, has been discontinued in some societies, and this example is commended to all, as these meetings are usually from six months to a year old at the time the Presbyterial meeting is held. A condensed but graphic report of the Synodical meeting should be made to each society, by letter, from the dele-

gate, immediately after the Synodical meeting, giving general spirit and work planned.

In arranging for printing the programmes, remember very pretty ones may be made on a mimeograph.

SPECIMEN PROGRAMME

OF

PRESBYTERIAL HOME MISSIONARY SOCIETY.

1.45 P. M.	Devotional Exercises.
2.00 "	Appointment of Committees by President.
	Recording Secretary's Report.
	Treasurer's Report.
	Corresponding Secretary's Report.
	Secretary of Literature's Report.
2.20 P. M.	Little Messages from our Substitutes.
	Solo.
	Prayer.
2.40 P. M.	Reports from Societies and Conference.
2.55 "	President's Address.
3.10 "	Duty in Emergency.
3.25 "	Enlargement by Living.
3.50 "	Young People's Hour.
	Report of Secretary of Young People's Work.
	Greetings for C. E. and Missionary Societies.
	Band Exercise.
	Sunrise Consecration.
	Solo.
	Prayer.
4.20 P. M.	Address.
4.45 "	Reports of Committee on Nominations and Resolutions.
5.00 "	Adjournment.

HINTS TO THE SPEAKERS.

Follow your orders. If requested to occupy three minutes, do not take five; if five, do not make it fifteen. If you do, you rob some one else who has tried as hard as yourself to furnish something for the meeting. Such disregard of others' rights is wrong.

Forget yourself in your presentation of a subject, so that you will not be frightened. Be so intent on making yourself heard and understood that

even your modesty shall not assert itself, for what is the grandest address good for if it be not heard?

Let your speeches and papers be original if possible; at any rate give an original setting to your facts. To simply cull from missionary magazines without recasting is to tell your audience what they know already, as the readers are the very ones to attend the meetings.

Do we dare say it? Even our missionary speakers fail sometimes to make themselves interesting at such meetings. They have accumulated descriptions of manners, customs, dress, habits, etc., for use, and in many places they are very useful. But in a missionary convention of workers it may be taken for granted that they are tolerably well informed on these points, and long to know more of the progress of the work and of the workers, their difficulties, their trials, their wants, their comforts and their encouragements.

All missionaries cannot be public speakers; some never should undertake it. But we like to see them, and feel very tender of their faults for their work's sake, and take more interest in them after meeting them.

HINTS TO THE DELEGATES.

It will be found profitable for Presbyterial officers to embody the principal points of the following hints to delegates in a letter or leaflet for the information of representatives of local societies:

Do not refuse to attend when you are appointed for fear your clothes are not good enough. Carry that cross with you if you cannot avoid it, and pray God to help you bear it. You will be astonished to find how light it will grow.

If you wear a heavy new cloak, do not sit through the three sessions a day with it on, while you suffer with heat. Make yourself comfortable if you would enjoy the meeting. If it makes your head ache to wear a bonnet so many hours, lay it aside. At a recent ladies' convention, lasting three days, the delegates were requested to remove wraps and hats, as it was found that otherwise many would feel sick before the meeting closed.

If you have diamonds or precious gems leave them at home; they are out of place at a missionary meeting. So are very rich and expensive silks and velvets.

Sit as far forward as possible, especially if your hearing is a little dulled. What a shame to drop into a back seat and then complain that you could hear nothing! There is no occasion for modesty here, for one has as good a right as another to the front seat, which, by the way, is the one usually left empty.

Stay till the meeting closes if you possibly can. It may be pleasant for you to return home in the afternoon, but it disturbs the meeting and disconcerts the leaders. Often it occurs that the last hours are the most touching and tender of all. Much may be said then not indicated by the programme. A lady once went one hundred and fifty miles to address a meeting on the last evening, and when the time came, nearly every delegate for whom the remarks were designed especially, had gone home, and the house was filled with outsiders from town. What if you do have to stay another night away from home! If your cares are not absolutely pressing, sacrifice your pleasure to the Master's work and deem yourself honored in being permitted to do so. *You owe it to the Society which sent you to attend all the sessions of the meeting.*

Prepare a good report for the Society at home. Take notes; gather ideas; be sure you understand what work has been undertaken. Go away full of enthusiasm, and carry coals from off the burning altar to light a fire at home which shall secure manifest results. Do not merely say: "We had a delightful meeting," *but tell why and how it was delightful.* Never mind the gay decorations or the delicious lunches or the inspiring music—the influence of these you cannot carry, and descriptions seem tame; report the workers and their sayings, the work and its progress. Go home charged with information and ready for many meetings to give off the electric spark when you are touched. Your report will not then be formal and perfunctory, but inspiring and profitable, and your society will feel well repaid for the money spent to send a delegate to the meeting.

AUXILIARY REPORTS.

"I wish there were no reading of stupid reports. They take up time and simply go in one ear and out the other." This is what many say, and many others think, where one report after another is read giving facts and figures that one simply cannot remember when presented in the usual way.

One society has succeeded in making the annual reports the most interesting part of the meeting. First, mimeographed reports, similar to those of Presbyterial Societies printed in the annual Synodical reports, giving name of each Society in the Presbytery, name of Secretary, special contributions, total value of boxes, membership, subscriptions to the *Home Mission Monthly* and *Over Sea and Land*, are prepared and several copies provided for each delegate.

The expense is only what the paper costs, and the interest created by comparing "what we have done" with the work of other Societies is fully worth the trouble.

In addition, on a large banner of heavy manilla paper, the total reports of the year, society gifts, membership, etc., were compared with the preceding year. This, with the itemized reports, enabled the Treasurer to make her annual report most interesting.

On the reverse side of the banner were given the number of schools, teachers and pupils supported by the Woman's Executive Committee, and a financial statement, with the plan for extending the work in which this special Presbytery was interested. It afforded an excellent opportunity of presenting the coming year's work.

When the reports of delegates from local Societies are made up of answers to a list of questions, there may be some similarity and consequent tediousness in the reading of these reports. This may be obviated by sending the questions and answers several weeks before the annual meeting to a chosen person or committee, who will embody them in a single report showing the progress and life of the Societies.

As elsewhere stated, delegates may be provided with something to do by being requested to prepare a one minute paper on some special item of their Society's success.

BUSINESS SESSION.

Begin promptly on time, but spend ten minutes in singing familiar hymns, so that the Scripture reading may not be interrupted by the delegates assembling.

It is a good plan to divide the question hour, having part in the forenoon and part in the afternoon. Items frequently come up in the noontime chat which would not have arisen if there had been no forenoon discussion, and which cannot be presented if there be no afternoon opportunity.

It is important that no item of business be overlooked, but such matters should be expedited. Do not weary the meeting with unnecessary details. Be business-like. Do not leave the business hour until the last, when delegates are thinking of leaving.

PUBLIC OR POPULAR MEETING.

Most annual meetings consist of a morning and afternoon session, with a popular meeting in the evening. In some cases it has been found a better plan to have the popular meeting on the preceding evening, the advantage being as follows: After the meeting an informal reception may be held, at which the delegates may become acquainted, and so feel better prepared for the next day's work. They will all be on hand promptly for the opening session next morning, instead of straggling in on trains that are just one-half hour late. The congregation of the entertaining church generally attend the evening meeting. If it be short, bright and inspiring the attendance next day will be greatly increased. Frequently people find out too late that "the missionary meeting must have been really good."

The public meeting should be made a special feature. Much thought and effort should be given the subject in order to make it a means of influencing the public. If any special instructors or speakers attend the Presbyterial meeting, they should be present at the public meeting.

EXECUTIVE COMMITTEE MEETING OF THE PRESBYTERIAL SOCIETY.

A meeting of the Presbyterial officers and an officer from each Society, held six months previous to the Presbyterial meeting, is very helpful. The object of such a meeting is to arrange a programme for the Presbyterial meeting, plan new methods of work and consider the interests of the Presbyterial Society generally. Local societies are invited to send suggestions, inquiries and criticisms. Any new plan indorsed by the Executive Committee is referred to societies, and they are expected to send their Presbyterial delegate prepared to act upon that question. Societies should send suggestions for programmes, but the Executive Committee should choose wisely.

The list of questions to be sent to societies should be made out by the Executive Committee, and changed from time to time as it sees best.

ELECTION OF OFFICERS.

Usually a nominating committee is appointed by the Chair, who report the names of officers for the ensuing year, and they are elected by acclamation. This makes a close corporation, and it has its objections. But it has the advantage of convenience. Another plan is for the nominating committee to report more than one list of names, and let the Society decide by ballot.

However chosen, it is well before any one is elected to any office that she be informed in advance of the action to be taken, the duties of the office be fully explained to her, and her consent obtained to serve in view of all the responsibilities. This is one remedy for inefficient officers.

Part II.

Synodical Societies.

"Our organization has grown year by year into more symmetrical stature. Let us invoke the presence of that Living Spirit in each member of it that will so energize and utilize the whole and each part as to make it indeed a worthy instrumentality for influential part in 'the greatest work in the world.'"

SYNODICAL SOCIETIES.

Much that has been said concerning the work of Presbyterial Societies is applicable to Synodical Societies. There being, however, many points of difference, additional suggestions are presented in detail.

Centralization in Synodical work is to be sought as a matter of strength. For this reason some Synodical Societies elect President and Secretary from the same city or town, and try to establish a Synodical centre, or headquarters where Presbyterial officers may gather, or any women interested in the work may come for helpful conference.

SYNODICAL COMMITTEES.

The members of a Synodical Committee appointed by its Synod constitute a body which should adopt a synodical constitution, and elect annually its own officers.

This committee may alone constitute the Synodical Society, or it may include Presbyterial and local societies. At the present time nearly all Synodical Societies are composed of the members of the Synodical Committees and officers of Presbyterial Societies. Some Synodical constitutions include local societies, and provide for both local and Presbyterial representation at the annual meetings.

This latter plan of course is optional, but local representation is quite unnecessary. Presbyterial officers should form part of the Synodical Society, and members of Synodical Committees duly appointed by Synods *must* do so.

This Synodical Society is the connecting link between the Woman's Executive Committee and the Presbyterial Societies in its Synod, and should be the medium of communication between the two. The local or auxiliary societies form the Presbyterial Society, and should not be required to send delegates to the Synodical Society, thereby entailing needless expense ; but any members of auxiliary or local societies who desire to attend at their own expense as visitors, should be, and are, most cordially welcomed.

The members of the Synodical Committee in any Presbytery may or may not be elected to office in the Presbyterial Society, but they *must* form part of the *Executive Committee of the Presbyterial Society*, perform faithfully the duties of such members, and attend as far as possible every meeting of the Executive Committee called by the Presbyterial President.

The members of Synodical Committees should hold themselves in all loyalty, ready to further wisely this great work thus laid upon them, and respond promptly to all requests of the Woman's Executive Committee, through its Secretaries in New York, or the columns of the *Home Mission Monthly*, that do not conflict with the special plans of their own Synodical Societies, which have been previously approved at headquarters in New York. Except in emergencies or regarding some special matters—as scholarships, special objects and teachers' salaries assumed locally or Presbyterially in addition to the special assumed Synodically—the Secretaries of the Woman's Executive Committee always confer with the Synodical officers, and then through the Synodical Corresponding Secretaries send their communications to Presbyterial officers and members of Synodical Committees.

Each member of a Synodical Committee should subscribe for our magazine, the *Home Mission Monthly*, and constantly strive to secure new subscribers. Let it be the aim to place it in every Presbyterian family.

These Synodical Committees are *not* appointed by the woman's societies, Presbyterial or Synodical, but are annually appointed by the *Synods*. By courtesy, usually, the officers of the Woman's Synodical Society are allowed to nominate the committees in many of the Synods, and Synod duly appoints them. This courtesy is extended with the desire to have women appointed who will serve most efficiently and willingly, believing also that this method will most surely accomplish the object, as the officers will best know the consecrated, "willing-hearted" and capable ones.

If any woman appointed by Synod fails to serve, a place is left vacant until Synod meets again.

The number of members of a Synodical Committee is optional. At least *three* from every Presbytery should be appointed, and as many more as are deemed necessary. Some Synods have five from each Presbytery, others seven or eight. See to it that a number sufficiently large to form a strong society is appointed. *Do not wait* until Synod convenes before selecting this committee.

Note the wide power of these committees appointed by the Synods. They constitute, as has been already intimated, the *body responsible* for the Woman's Home Missionary work, its *head* being the Woman's Executive Committee of Home Missions in New York. These members of Synodical Committees have always a voice and vote in the deliberations of the Woman's Executive Committee at its meetings in New York, and annually elect its officers. These members of Synodical Committees constitute as well the Synodical Societies, wholly or in part, and help to form the Presbyterial Executive Committee; while in the auxiliary or local society each one is responsible for the influence exerted, be it helpful or otherwise.

CONSTITUTION OF A SYNODICAL SOCIETY.

I. This society shall be called the Woman's Synodical Committee of Home Missions in the Synod of ———.

II. It shall be composed of the members of the Woman's Synodical Committee of Home Missions appointed by the Synod of ———, together with the President, Corresponding Secretary and Treasurer of each Presbyterial Society of Home Missions.

III. Its object shall be to stimulate, superintend and unify the work done for Home Missions by the women within the bounds of the Synod of ———.

IV. Its officers, chosen if possible from members of the Synodical Committee, shall be a President, Vice-Presidents, Recording Secretary, Treasurer of the Contingent Fund, Corresponding Secretary, Secretary of Literature, Secretary of Freedmen, Secretary of Young People's Work, and other Secretaries as may be required, with duties as usually understood.

These officers shall be *ex-officio* members of the Woman's Executive Committee of Home Missions, New York City.

V. Corresponding Secretaries of the Synodical Committee shall receive reports from the Corresponding Secretaries of each Presbyterial Society. The Treasurer of the Contingent Fund shall receive from the Treasurer of each Presbyterial Society money for the expenses of carrying on the work of the Synodical Committee.

VI. The annual meeting of this Synodical Committee shall be held in ———, at which time the reports of the Secretaries and the Treasurer of

the Contingent Fund shall be presented. The officers shall be elected by the members of the Synodical Committee and authorized delegates from each Society; and conference shall be held as to the work for the coming year.

VII. The annual report of the Synodical Secretaries shall be sent to the Woman's Executive Committee, not later than April 20.

VIII. A condensed annual report shall be presented to the Synod in October, and all work held subject to its supervision and advice.

IX. If at any time the amount of money in the Treasury of the Contingent Fund is in excess of the demands made upon it, the disposition of said surplus shall be left to the judgment of the Executive Committee of the Synodical Society.

X. The Synodical Committee and the officers of this Society shall constitute its Executive Committee.

XI. No change can be made in this Constitution without a two-thirds vote of the members present at the annual meeting.

HINTS TO SYNODICAL PRESIDENTS.

A Synodical President is probably so thoroughly informed as to the work that there is little to suggest. If the details of duties are not familiar, she may find help by referring to instructions given Presbyterial Presidents, as much that applies to a Presbyterial is also serviceable in a Synodical Society.

A Synodical President's stronghold and power for efficiency is her intimate and definite knowledge of every Presbyterial Society. This means work, much writing, but better still, much visiting, if it be possible for her to do it.

Presidents should be acquainted with the special Presbyterial and local objects, aside from the Synodical object shared by all. These "specials" will naturally affect the Synodical apportionment. For instance: Presbyterial officers know that some church societies assume much larger permanent pledges than others, and cannot, therefore, take so great a proportion of the varying Synodical objects presented. An understanding between Synodical and Presbyterial officers on this point will be necessary for a fair assessment.

Synodical Presidents should notice by presence or message the annual Presbyterial meeting.

If it be not always possible to learn of the progress of the work from Presbyterial officers, the Synodical officers should expect to learn it from members of the Synodical Committee in that Presbytery, and thereby be in touch with them as well as with Presbyterial officers.

The preparation of a good programme for the annual meeting will require from the President continued thought, a quick perception for grasping new ideas, originality, sagacity and insight as to the needs and interests of the societies under her care. After a good programme is prepared this is not enough in itself. It may be as bright as a new dollar, but if not enacted it might almost as well be dull. Much depends on the officiating officer; her manner, her voice, her promptness, her happy brief comments that connect items on the programme. She should be all interest. She should speak distinctly and in a business-like manner. These things are catching. Meetings have been utterly ruined by these deficiencies in a President; and again, meetings that promised to be a failure redeemed by a woman who gave attention to these points coming to the front. Enthusiasm! Oh, for enthusiastic workers!

One or two matters of detail. Synodical Presidents should never neglect to cause a delegate to be appointed to the annual meeting of the Woman's Executive Committee. If the Contingent Fund will not admit of paying the expenses of a Synodical officer, or member of the Synodical Committee (who are the voting members of the Woman's Executive Committee), ascertain as soon as possible the most responsible woman going as the wife of a Commissioner to General Assembly, or as a visitor on her own account; give her the powers of an accredited delegate, with a three-minute report from the Secretary to present at the meeting, and then arrange that she shall make a report of the meetings at the next Synodical annual meeting.

It is generally better for a retiring President to finish her programme, and the successor wait until the next meeting to preside, unless she be invited, as she should be, to make some remarks or respond to a welcome.

When a President or other officer writes to New York for a speaker to attend a meeting, she should mention place, church, date and hour. This will save expense, it being often necessary to telegraph for such information, when omitted.

When the Corresponding Secretary is too far away to communicate with, except by letter, it increases the correspondence of the President. This work has been lightened by asking a young lady to act as the President's amanuensis.

CORRESPONDING SECRETARY.

The duties of a Synodical Corresponding Secretary are :

(*a*) Correspondence with Presbyterial officers.
(*b*) Correspondence with members and officers of Synodical Committee.
(*c*) Preparation of statistical report for the Woman's Executive Committee in April of each year.
(*d*) A report to Synod.
(*e*) A report to the Woman's Synodical Society.
(*f*) Preparation of the printed report.
(*g*) In some Synods the care of the Contingent Fund.

The publication and circulation in Synods of valuable papers prepared for annual meetings, also leaflets on matters of general interest, special work or methods of work, will tend to unify and strengthen Synodical Societies. Copies of letters and papers of special interest should be sent to the Woman's Executive Committee for wider circulation.

Every Synodical Society should have some representation in the religious press of the city or district. The papers will seldom refuse bright, crisp paragraphs, crystallizing on an account of the special missionary efforts of societies in that Synod. Let us magnify this work of the Lord ! A Synodical "correspondent" should also take advantage of the "synodical columns" in the *Home Mission Monthly*.

SYNODICAL TREASURER OF THE CONTINGENT FUND.

The duty of a Synodical Treasurer is to receive the Contingent Fund from Presbyterial Treasurers, also collections taken at Synodical meetings, and disburse the same for the work of the Synodical Committee.

Many Societies have no Treasurer of the Contingent Fund, the Corresponding Secretary acting in this capacity. There is a possible advantage in having such an officer, that she may press the need of a bountiful Contingent Fund. The President and Secretary in some cases have had a deli-

cacy in urging this fund sufficiently, as their travelling expenses to the annual meeting should come out of this sum of money, and it has seemed somewhat of a personal matter.

SYNODICAL SECRETARY OF LITERATURE.

With the organization of the Woman's Executive Committee of Home Missions, the necessity was at once felt for disseminating information regarding its plans and purposes, and the work which waited accomplishment. The living voice could reach but a limited number; printer's ink would carry the message broadcast. Coördinate with this spread of information has been the increase of funds contributed, and a corresponding growth of the work was realized.

The *Home Mission Monthly*, and the various leaflets published by the Woman's Executive Committee of Home Missions, have become very essential adjuncts of this work. The importance of bringing these publications to the attention of every Presbyterian woman has led to the appointment of special officers for this purpose, designated as Secretaries of Literature. The plan involves the appointment or election of such an officer in each auxiliary—local, Presbyterial and Synodical.

Such an officer should distinctly keep in mind the fact that she is to be a propelling power, and that if she does her full duty, is alert, interested in making a success of her office, the impetus which she is in a position to impart will be felt down to the weakest society within her Synod.

She should see that there is a Presbyterial Secretary of Literature in each Presbytery of her Synod, and should strive to secure the appointment of such an officer where none exists. Through the Presbyterial Secretary she may learn whether each local society has fallen into line by appointing a similar officer, stimulating her to urge that every auxiliary shall be thus equipped.

She should keep her eyes opened to opportunities for increasing the circulation of the magazine, and suggest, from time to time, to Presbyterial Secretaries of Literature, methods whereby this end may be attained. For instance, by ascertaining the present list of subscribers within the Synod (which may be done by addressing the editor of the *Home Mission Monthly*) a reasonable advance may be determined upon.

The number of auxiliaries being known, this will make it easy to determine how many new subscribers will be necessary in each society to attain the desired result. For example: A certain Synod recently ascertained that if, in each auxiliary, two new subscribers could be secured in addition to the renewal of those already on the list, the number of copies of the magazine taken within the Synod would reach five thousand. The attempt was at once made to carry out the plan by urging each auxiliary to secure *not less* than two new subscribers, and as many more as possible. To one who is studying the situation with intelligent interest, other phases, equally effective, will suggest themselves.

The Synodical Secretary of Literature should not fail to provide for a supply of Home Mission literature for the annual meeting. She should see that suitable arrangements are made for bringing these publications to the attention of those in attendance. All supplies should be ordered a considerable time in advance of the meeting, to insure ample time for filling the order and transmitting the same, as unavoidable delays not infrequently occur.

A brief report should be presented at the annual meeting. This report need not consume more than five minutes. It should be as comprehensive and concise as possible, dealing directly with the special phases which pertain to the work.

Correspondence should be kept up with Presbyterial Secretaries of Literature to learn what they are doing to promote activity among the auxiliaries. Stimulate one another to good work. Satisfactory results cannot fail to follow.

Specimen questions to be sent to the Presbyterial Secretaries of Literature by the Synodical Secretaries of Literature, answered and blank returned by October 1st.

I. Have you a list of every Home Missionary organization in your Presbytery?

II. How many of those have appointed Secretaries of Literature?

III. How many of the last number given have been appointed this year?

IV. Are you in correspondence with your Auxiliary Secretaries of Literature?

V. What is your plan of work?

VI. Do you receive missionary letters (copies) from the Woman's Executive Committee monthly, and do you send out copies of the same to your Auxiliary Secretaries? How many?

VII. Did you have a table of literature at your annual Presbyterial meeting? What was the result?

VIII. Are funds provided for your Presbyterial work, and how?

IX. How many copies of the *Home Mission Monthly* are taken in your Presbytery?

X. How many copies of *Over Sea and Land?*

XI. How do the numbers compare with last year?

XII. Do your Auxiliary Secretaries order their literature direct from you or from headquarters?

XIII. Can you give an estimate of how much literature has been purchased or used in your Presbytery the past year?

Remarks.

SECRETARY OF YOUNG PEOPLE'S WORK.

The Young People's Synodical Secretary should be in close touch with the Presbyterial Secretaries, know what each is doing, and be ready to suggest new plans and methods to them. From them she should receive at least once each year a carefully prepared report, from which she can collate the report which she should make to the Synodical Society at its annual meeting. With the coöperation of the Synodical officers she should plan for the proper presentation of the work to the Synodical meeting, devoting, if expedient, a period of the programme to it. She should also seek to have each Presbyterial Secretary attend the Synodical meetings, that at least once a year all the Secretaries of young people's work can hold a conference for the general discussion of the enlargement of their departments. The Synodical Secretary should also attend the State Christian Endeavor Conventions and meet the Presbyterians in their denominational meetings, presenting to them the educational work of Home Missions, and personally know them. The Synodical Secretary, whenever she can, should attend the annual meeting of the Woman's Executive Committee, or if this is impossible, have one of the Presbyterial Secretaries represent this important feature of the Synodical work.

PREPARATIONS FOR A SYNODICAL MEETING.

Local committees entertaining the Synodical Society should have their duties clearly defined. In large cities these committees should be appointed before the summer exodus. The chairman of the committee of arrangements—including committee for entertainment, music, literature, securing church, distributing programmes, messengers, conferring with local committee of Synod for terms of transportation, and fixing the hour of communion with Synod—all these should be settled by the middle of September, before the President has finally completed the programme. It often occurs that this local committee has to be waited for, and the chairmen of these committees should be on hand in time, or appoint substitutes who would be.

Another suggestion. In order that their work may be more effective the modern evangelists, sometime before they begin to hold meetings in a city, request that religious services be held by the churches. Would there not be more telling, more lasting effects, if the women of the local societies would meet together before the coming of the Woman's Synodical meeting for much earnest prayer for a blessing to attend the deliberations of the Woman's Synodical meeting?

PROGRAMME FOR A SYNODICAL MEETING.

The Woman's Synodical Meeting sometimes occupies one-half day, generally one day, and occasionally two days. As the length of time differs in different localities, a programme for two days is given, from which selections may be made for a shorter time.

The programme of the first morning session includes devotional exerises, President's address, a report of the Corresponding Secretary, Secretary of Literature, Secretary of Young People's Work, Secretary of Freedmen, Treasurer of the Contingent Fund, and of the Synodical Visitor. These reports, with the appointment of committees on nominations and resolutions, together with brief discussions on practical subjects, fully occupy the time. While it is good form to have all the Secretaries' reports succeed each other, it may seem better to scatter them through the meeting, interspersing with something enthusing and bright.

The afternoon may be devoted to helps and suggestions from some member of the Woman's Executive Committee, addresses by missionaries from the field, and a representative of the Freedmen's Board, also papers from home talent.

The second morning may be given to Presbyterial reports and conference of workers. The reports from the Presbyteries should not exceed three minutes in length, and should not include the facts presented by the Synodical Secretary, but items of encouraging work or new methods, giving or asking instruction.

A desirable part of the second afternoon should be reserved for election of officers, reports of committees, and special matters that should have attention from the delegates before they begin to leave for home. The remainder of the afternoon may be given to papers and addresses.

A leading feature of a Synodical programme should be much prayer, and appropriate music should not be overlooked.

CONTINGENT FUND.

At the annual meeting in 1894 the following resolution was adopted :

Recognizing the desirability of a generous contingent fund to meet the necessary expenses in the successful conduct of Synodical and Presbyterial societies, and believing that wisely used such funds are as truly consecrated as if sent directly to the field, the Woman's Executive Committee, assembled in annual conference, recommends that wherever necessary for more effective work, such plans be adopted by auxiliary societies to provide an increased contingent fund as may be found expedient.

What is the contingent fund?

Many define it a fund to meet exigencies, whereas it is a fund to meet certainties.

For what is it needed?

Synodical Contingent Fund :

(*a*) Stationery and postage bills of President, Secretary and Treasurer.

(*b*) Printing annual report, programmes, notices, invitations.

(*c*) Expenses incident to providing suitable speakers for annual meeting.

(*d*) Travelling expenses of Synodical officers to annual meeting.

(*e*) Travelling expenses of delegate to annual meeting Woman's Executive Committee.

(*f*) Providing literature for free distribution at the annual Synodical meeting.

(*g*) Printing circular letters concerning the Synodical work and new work to be taken up.

For what is it needed?

Presbyterial Contingent Fund:

(*a*) President's and Secretary's and Treasurer's stationary and postage bills.

(*b*) Printing notices, programmes or cards.

(*c*) Expenses incident to providing speakers for annual Presbyterial meeting.

(*d*) Travelling expenses of Presbyterial officers to the annual Presbyterial meeting.

(*e*) Travelling expenses of delegate to Synodical meeting.

(*f*) Providing literature for free distribution.

(*g*) Assisting in the expense of a speaker to make a tour of the Presbyteries, when one can be provided, and the Presbytery seems to need and desire such visitation.

How is it raised?

Frequently by a tax of ten cents per capita in each local Missionary society. This is secured in various ways: each individual member adds ten cents to her yearly pledge; taken from the local contingent fund; raised by special provision.

Where is this sent?

The whole amount "of the ten cents a member fund" is sent to the Presbyterial Treasurer for Home Missions. Of this amount seven per cent. is retained by each Presbyterial Treasurer for the Presbyterial Contingent Fund. Three per cent. is sent by each Presbyterial Treasurer to the Synodical Treasurer for Synodical Contingent Fund.

Is this amount sufficient?

As the work grows the expenses grow. We can no longer do business on a two-penny plan. Increasing business demands progressive methods; and progressive methods increase business.

OTHER METHODS FOR SECURING CONTINGENT FUND.

In some Presbyteries $1.00 is contributed by every Woman's society, not including Young People's or Bands. In a small Synod each local

society is taxed 50 cents, and this being very generally responded to, it has been found sufficient.

Another method: The local societies take up a penny collection at each meeting. Five and ten cents often find their way into the collection, and in this way a contingent fund has been secured large enough for necessary purposes, and when the amount of money in the treasury of the Contingent Fund is in excess of demands made upon it, the disposition of the surplus is left to the judgment of the Executive Committee.

After the plan best suited to the Presbytery has been determined, the question is, how to collect the money. There is only one answer; by persistent effort and the repeated rehearsal of its need. One President says: "We have sung the ten-cent song so long and so faithfully that growlers and grumblers are growing beautifully less." Another President writes: A mistake has been made that the facts and needs of this fund have not been plainly stated to individual members. How to procure a contingent fund has been discussed by the officers and a few chosen counsellors, but the members at large have not been awakened to the urgencies of the case. In one society the Presbyterial officer had supplied the deficiency, although not able financially to do so, until when leaving the office, and for the sake of her successor, she spoke boldly to the Presbyterial Society. She showed the necessity of the fund, how it was used, and how the work could be advanced if the officers had a little more means than was absolutely necessary. The result was a general expression of not having realized the need of the fund, and one lady of wealth said she would make a special contribution to it. This same Presbyterial officer by an outlay of $10 from her own pocket, through visitation, formed three new societies, kept alive two drooping ones, and added $200 to the treasury—a good interest on $10.

SYNODICAL VISITOR.

In many societies Synodical visitors have been the means of bringing about such marked progress in interest, organization and contributions, that such visitation is most heartily recommended in every Synod where wise and judicious persons can be obtained. These valuable workers in some cases are able to bear their own expenses, and are prepared to visit societies, free of cost to them, except for entertainment, when several visits can be planned

in a Presbytery. If a "free Synodical visitor" cannot be obtained, there may be those who would do good work if their travelling expenses were borne, and still such an outlay more than repay the Synodical Society in the end. At such meetings a collection should be taken for the general fund. Would it not be well for a member of the Synodical Committee to take this as one of her special duties?

IMPORTANT POINTS.

Resolved, That the Woman's Executive Committee of Home Missions recommend that, as far as possible, quarterly meetings of the Executive Committee of Synodical Societies be held, for the purpose of devising methods and plans for the strengthening of the work.

Resolved, That we urge our Synodical officers to utilize more fully the Synodical Committees in the different Presbyteries by inviting the members of said committees to meet for conference with the Executive Committee of the Synodical Society, in order that they may so subdivide the work that a more thorough oversight may be maintained and better results secured.

Resolved, That we urge Presidents of Synodical Societies to attend, whenever possible, the annual meetings of Presbyterial Societies.

Impossibilities are not expected, but it is very desirable that an extra effort should be made by our Synodical Presidents to attend. Perhaps they have been waiting for an invitation, or perhaps they have felt that they have had no authority to go. A President is not going to these meetings to oversee the programme or direct the meeting. She is going for her own information; to give advice if necessary; if there are weak points she will be likely to see them and help correct them, and if there are strong points she can use them as suggestions to help other societies. One of our Synodical Presidents has found it helpful to alternate in visiting the Presbyterial Societies; the year that she cannot visit a society she is sure to have a letter there.

Resolved, That we reiterate our recommendation that a Secretary of Literature and a Secretary of Young People's Societies be appointed in each Synodical, Presbyterial and local Society.

Sunday schools should be trained to an intelligent support of the various benevolences of the Church. The Board of Home Missions is entirely

willing that we should secure as large a share of Sunday school contributions as we can. The General Assembly has again and again reiterated its recommendations that at least one collection be given each year to the Woman's Executive Committee by the Sunday schools. An excellent plan where but one general collection is taken for this educational work is to distribute mite boxes or envelopes a few Sabbaths in advance, collecting them on the designated Sabbath.

Price, . . . Five Cents.